



Washington
Secretary of State
SAM REED

DISH *from the* DOLLIVER

October 2012

QUARTERLY NEWSLETTER FROM THE CORPORATIONS & CHARITIES DIVISION

"Providing you with essential business and charitable information to promote public trust"

this ISSUE

- Work starts on new registration system
- Improved search tools
- Corporations for Communities Award
- Historic trademarks
- Annual report pilot project
- Consumer alert

more INSIDE

Happenings	2
The Buzz	2
News Tidbits	3
Highlights	3

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Work has begun on developing a new registration system

The Secretary of State's Office has begun a two-year project to replace the existing work-flow and imaging system. We have hired a project manager and are beginning a process analysis of our business, with a view to improving and simplifying processes from our customers' point of view. After recommendations from the analysis, the actual development, testing and implementation of a system will begin.



While we do have online filing available for customers, we do not currently employ any "My Account" process. With the development of a new system, we plan to work with the Department of Revenue's Master License System replacement project, so that our joint customers would have only one sign-on to remember. This would effectively combine the creation of an entity with the application for a business license.

Our new system will offer many improvements for the customer. We expect to see a reduction or elimination of duplicate UBI numbers being issued to any entity, saving both customers and the state money and time. Many businesses have filed with one agency and not the other, opening customers up to fines and penalties. Combining the creation of an entity and the application for a business license at the beginning will eliminate such extra costs to businesses. Putting these processes online will reduce the need for staff to review paper, and allow more staff to do direct customer service, through phone, chat and other electronic means, and to do more outreach and education so that businesses can do it right the first time and avoid costly rejections and re-filing of documents. Businesses will be able to create jobs and begin doing business earlier.

ONLINE FILING AND UPDATED INFORMATION AT WWW.SOS.WA.GOV/CORPS

the BUZZ

A MESSAGE FROM
SECRETARY REED

Our Corporations and Charities Division has many programs and services that benefit Washingtonians. One of them is the annual Commercial Fundraiser Activity Report. This report, which will be released later this fall, is a valuable information tool that helps people give wisely and avoid greedy fundraising organizations when making donations.

I've been so impressed with the generosity of Washington residents over the years, even in a lackluster economy. So many people here give money to help those who are struggling in our state or elsewhere. We know that individuals will want to donate money this holiday season and beyond to help others, but we also know that they can get burned by not doing their homework before giving to a charity.

That's why it's important to make sure individuals who are able to contribute are well-informed about where their money is going. Donors should use the report to learn which commercial fundraising groups have a bad track record when it comes to passing on donated money to the intended charities.

~Sam Reed

HAPPENINGS

*Changes that may affect your services.....***Things to watch for while Our new system is being built**

As noted on the cover, we are in the process of analyzing and developing our new system. However, it could take up to two years to complete.

Until then, please be aware of these challenges with our current filing processes. These issues occur on a regular basis from individual customers, some service companies and some attorneys, resulting in documents being returned.

- No signatures on registrations
- No/or outdated Certificate of Status for foreign corporations and LLCs
- No purpose, or nature of business
- No list of officers, members or managers on annual reports
- No filing fees being sent with documents

Unfortunately, when these items are missing we have no choice but to return the registration or annual report to the customer for correction.

sos.wa.gov/corps/faq

Improved search tools for charities and nonprofit look-ups

Did you know you can search a charities registration status with a simple app from Apple or Android? With the app you can get easy mobile results for when you are being solicited for donations or want to make an in-person contribution to a worthy cause.

Another new feature is the linking of the charities and the nonprofit corporations search result. If a registered charity also has a unified business identifier (UBI) It would give you a link to its nonprofit registration.

You can also search a nonprofit corporation and see if it has registered as a charity. You can find these apps on the charities home page at:

sos.wa.gov/charities

Historic trademark records available soon

The Corporations and Charities Division has been imaging decades worth of trademark samples and those images are being uploaded to the Digital Archives for the public to view. This project is near complete and will be available soon.

State registered trademarks:

- Are words or a logo that a business uses to identify its business
- Renew every five years
- Must provide examples showing that the trademark is being used in commerce
- Filing with the Secretary of State is for Washington State only - does not cover federal trademarks

digitalarchives.wa.gov

HIGHLIGHTS

Selah, Port Angeles companies to receive civics award!

TreeTop Inc. and Jim's Pharmacy will receive the 2012 Corporations for Communities award, which honors exceptional Washington businesses that make helping the community a priority. TreeTop is the winner of the large-company category and Jim's Pharmacy earns the small-company honor.

Secretary of State Sam Reed will present executives from the two companies with a National Association of Secretaries of State Medallion Award during a ceremony in his office on Dec. 5 at 2 p.m. The Medallion Award recognizes civic engagement, voter education efforts, government services and a commitment to giving back to the community.

During the ceremony, 13 of the nominees will receive honorable mention for their community efforts.

Corporations for Communities was launched in 2009 by Reed as a recognition program within the Secretary of State's Corporations and Charities Division.



"NASS Medallion"

Corporation and LLC annual report 'Pilot Project'

The Department of Revenue's Business Licensing Service (BLS) is conducting a pilot project for corporation and limited liability company annual reports.

BLS has selected 500 corporations and 500 limited liability companies that filed annual reports by mail in 2011. These businesses received a letter with instructions on how to file their report online. They did not receive a paper form.

The BLS mission is to increase online annual reporting. When a business files online, the annual report is processed within an hour after it is submitted. The online annual report allows BLS to collect all required information and payments with more accuracy. The online reporting also produces better quality images for public record.



Even though you may not receive one of these letters in October, we wanted to make sure you are aware that this is happening.

Please contact Kim Eastman, BLS Manager at kimberlye@dor.wa.gov or 360-705-6615 if you have any questions or concerns.

News TIDBITS

Office of Minority and Women's Business Enterprises (OMWBE)

OMWBE is now on Twitter (twitter.com/omwbe) and Facebook (facebook.com/WSomwbe)! Follow us for the latest bids, upcoming events and information for minority, women, and socially and economically disadvantaged small business owners.

(360) 664-9750 or
www.omwbe.wa.gov

WHAT DOES "Dish from the Dolliver" MEAN?

The Corporation and Charities Division is located in the historic James M. Dolliver Building in downtown Olympia, named after former Washington State Supreme Court Justice James Dolliver. "Dish" refers to the colloquial expression "dish the dirt."

STORY IDEAS?

Send them to Patrick Reed, Manager in the Corporation and Charities Division at patrick.reed@sos.wa.gov

Beware of unofficial mailings going to businesses**CONSUMER ALERT!**

Please be aware that COMPLIANCE SERVICES or CORPORATE RECORDS SERVICE (not to be confused with the Washington corporation, Compliance Services, Inc.) is mailing notices to business entities requesting that "Annual Minutes" and a fee of \$125 be sent to them for filing.

These notices are NOT from the Washington Secretary of State, Corporations and Charities Division. "Annual Minutes" are NOT required to be filed with the Secretary of State. They are to be kept by the business entity itself. Do NOT confuse these notices with the annual report notices sent by the Washington Secretary of State, or the Business Licensing Services at Department of Revenue reminding each business to file its 2012 annual report.

If you have questions about these notices, please contact the Corporations and Charities Division at corps@sos.wa.gov or call 360-725-0377.



ELECTRONIC VERSION OF THIS NEWSLETTER IS AVAILABLE AT WWW.SOS.WA.GOV/CORPS/